



Federal Laboratory Consortium
for Technology Transfer

Draft Facilitate Committee Charter

Facilitate

FACILITATE COMMITTEE CHARTER-DRAFT

Last Updated:	November, 2020
Mission/Charge:	This committee is created to proactively engage and leverage partnerships that connect relevant private sector partners with individual Federal laboratories to increase measurable outcomes
FACILITATE Goals:	<p>GOAL 1: Provide pilots, programs, and events that deploy “outreach” efforts to increase company to lab transactional opportunities. (pilots and programs)</p> <p>GOAL 2: Identify and establish strategically aligned relationships with intermediary partners that connect relevant communities of interest (technical, geographical, market, State & local governments, etc.) with Federal labs for interactions. (Strategic Partnerships)</p>
2021 Operational Tactics:	<p>Tactic 1: Evolve the Technology Focus Area pilot into an institutionalized program. Define strategy for implementation. (Industry Engagement & Technology Focused Partnerships Subcommittee, Goal 1 & 2)</p> <p>Tactic 2: Identify national level strategic partners for approval by the Executive Board and enter into formal partnerships by end of CY21 (Strategic Alliances Subcommittee, Goal 2)</p> <p>Tactic 3: Identify industry bridge organizations (bridgers) at the national and regional levels that emanate from the TFA program (reference Tactic 1), and enter into partnerships with at least one bridger for each technology area associated with the TFA program. (Industry Engagement & Technology Focused Partnerships, Regional Subcommittees, Goal 2)</p> <p>Tactic 4: Improve external stakeholder participation, with emphasis on industry, at FLC National and Regional meetings and events during CY21. (Strategic Alliances, Industry Engagement & Technology Focused Partnerships & Regional Subcommittees, Goal 1 & 2)</p> <p>Tactic 5: Work to increase engagement of non-involved federal labs with the FLC. Using census data, baseline lab involvement and develop targets for next CY. (Regional Subcommittee)</p>



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Facilitate Committee Chair: Jenna Dix, Navy

Members: Facilitate Committee:

- Strategic Alliances Subcommittee Chair, TBD
- David Kistin, DOE, Industry Engagement & Technology Focused Partnerships Subcommittee Chair
- Dick Paul, USAF, Industry (retired)
- Jennifer Stewart, USN
- Steve Colenzo, USAF
- David Lee, Regional Coordinator, Army
- Laurie Bagley, Regional Coordinator, DOE
- Paige George, Regional Coordinator, Navy
- Sabra Tomb, Regional Coordinator, Air Force
- Dave Nicholson, Regional Coordinator, USDA ARS
- John Eisemann, Regional Coordinator, USDA ARS
- Vladimir Popov, Regional Coordinator, NIH

Strategic Alliances Subcommittee

- Chair, vacant
- Vladimir Popov, NIH
- Dick Paul, USAF, Industry (retired)
- Jennifer Stewart, USN
- Claudia Haywood, NIH
- Jack James, NASA (retired)
- John Bittman, NIST

Industry Engagement & Technology Focused Partnerships Subcommittee

- David Kistin, Chair, DOE,
- Rob Greisbach, USDA (retired)
- Kathleen Graham, EPA
- Jack James, NASA (retired)
- Dan Powers, CoLabs
- Vladimir Popov, NIH
- Dick Paul, USAF, Industry (retired)
- Jennifer Stewart, USN
- Claudia Haywood, NIH

Subcommittees under this Committee (if any):

- **Strategic Alliances Subcommittee**
Purpose: develop long-term formal partnerships with the organizations previously described to the mutual benefit of



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both FLC and the other organization. The formal partnerships could include collaboration in the other two pillars as well as Facilitate.

- **Industry Engagement & Technology Focused Partnerships Subcommittee**

Purpose: Strategically aligned industry partnerships in various technical areas. Develop relationships, identify beneficial activities and establish partnerships via formal mechanism. Execute TFA-like activities with each of these partners.

- **Regional Subcommittee**

Purpose: Engage labs and facilitate technology transfer at the regional level. Work to increase lab participation, identify and work with strategically aligned partners and act as the voice of the labs for each of the regions.

Number of Members: Minimum 5; maximum 22

Terms: Chair elected for two-year term. Subcommittees appointed for two-year terms by Chair. Region subcommittee will elect a Chair from the Regional Coordinators.

Member Skills:

- Must be a current FLC member to be Chair of Committee or Subcommittee.
- Other professionals may join and contribute as deemed necessary by Subcommittee Chair with approval of the Chair.

Type of Meetings:

- In-person or virtual Meeting at the National Meeting
- Monthly Teleconferences
- Chair to attend quarterly Executive Board Meetings

Committee/Subcommittee Chair Expectations:

Committee and Subcommittee Chair Members are expected to:

- Lead the Committee/Subcommittee in alignment with the FLC Strategic Plan
- Drive the Committee/Subcommittee to accomplish their Tactic(s)
- Develop the monthly agenda in conjunction with Cooperative Agreement Partner (CAP) staff member
- Lead the monthly meetings
- Meet with the CAP staff member monthly
- Provide quarterly updates on Committee/Subcommittee activities to the Executive Board
- Devote six to eight hours per month to the Committee/Subcommittee
- Attend the National Meeting



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Committee/TF Expectations:

- Update this Charter initially and annually with the CAP staff member (Committee Chair/regional Coordinators only)

Committee Members are expected to:

- Accomplish their Tactics
- Attend 75% of Committee calls
- Devote an additional hour a month to the Committee
- Attend the National Meeting

**Cooperative Agreement Partner
(CAP) Expectations:**

The CAP is expected to:

- Meet with the Committee/Subcommittee Chair monthly
- Provide guidance and perspective to the Committee/Subcommittee on the Tactic(s)
- Develop the budget for the Committee/Subcommittee
- Organize and support the monthly conference calls (including scheduling, teleconference numbers & recording of minutes)
- Attend all Committee/Subcommittee conference calls
- Organize the Committee/Subcommittee meeting at the National Meeting
- Provide updates to the Committee/Subcommittee on related activities of the FLC
- Create dashboard to inform the Executive Board on Tactic(s) status
- Update this Charter initially and annually with the Committee Chair

New Member Recruitment:

New Members will be added following Committee formation and after new Committee elections. Transition will occur in October 1 following Committee Chair election.

Facilitate Committee Budget:

Budget: \$ TBD
Appendix A

Timeline:

TBD, Appendix B

Lead Staff Liaisons:

Corin Hindenach & Beth Thomas

Other Staff Members:

TBD



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Appendix A

Template Committee Budget (11/1/20 – 10/31/21)

Account Type	Description	<u>2020-2021 Budget</u>
Expenses	Conference Calls	100
Expenses	General Subcommittee Expenses	0
Expenses	Tactic Specific Expenses (Itemize)	TBD
	Total Expense	100
	Net Income Facilitate: Alliances	(100)
Expenses	Conference Calls	100
Expenses	General Subcommittee Expenses	0
Expenses	Tactic Specific Expenses (Itemize)	TBD
	Total Expense	100
	Net Income Facilitate: Industry Engagement	(100)
Expenses	Conference Calls	100
Expenses	General Subcommittee Expenses	0
Expenses	Tactic Specific Expenses (Itemize)	TBD
	Total Expense	100
	Net Income Facilitate: Facilities	(100)



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Appendix B

Template Timeline

<u>Date</u>	<u>General</u>	Tactic 1: Evolve the Technology Focus Area pilot into an institutionalized program. Define strategy for implementation. (Industry Engagement & Technology Focused Partnerships Subcommittee, Goal 1 & 2)	Tactic 2: Identify national level strategic partners for approval by the Executive Board and enter into formal partnerships by end of CY21 (Strategic Alliances Subcommittee, Goal 2)	Tactic 3: Identify industry bridge organizations (bridgers) at the national and regional levels that emanate from the TFA program (reference Tactic 1), and enter into partnerships with at least one bridger for each technology area associated with the TFA program. (Industry Engagement & Technology Focused Partnerships, Regional Subcommittees, Goal 2)	Tactic 4: Improve external stakeholder participation, with emphasis on industry, at FLC National and Regional meetings and events during CY21. (Strategic Alliances, Industry Engagement & Technology Focused Partnerships & Regional Subcommittees, Goal 1 & 2)	Tactic 5: Work to increase engagement of non-involved federal labs with the FLC. Using census data, baseline lab involvement and develop targets for next CY. (Regional Subcommittee)
January	<p>New Committee Members Identified</p> <p>Select new Subcommittee Chair (as needed)</p> <p>Overview of responsibilities and Charter</p>	-	-	-	-	-



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	provided to all Members Email sent to rolling off Members					
February	Conference Call Revise Committee Charter	-	-	-	-	-
March	Conference Call Develop Committee agenda for National Meeting	-	-	-	-	-
April	Conference Call Provide Committee Update to Executive Board (includes successes to date and plans for 2020-2021)	-	-	-	-	-
May	Conference Call [Specific deliverable timeline]	-	-	-	-	-
June	Conference Call	-	-	-	-	-



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	[Specific deliverable timeline]					
July	Conference Call [Specific deliverable timeline]	-	-	-	-	-
August	Conference Call [Specific deliverable timeline]	-	-	-	-	-
October	Conference Call [Specific deliverable timeline]	-	-	-	-	-
November	Wrap up Conference Call Recap of past year Exit Interview of retiring Committee Members	-	-	-	-	-